IMPORTANT PARKING INFORMATION FOR FIRST-YEAR RESIDENT STUDENTS AT DELAWARE VALLEY COLLEGE

Parking privileges are not granted to first year (freshman status) resident students due to limited availability of parking spaces. Students whose parking need is extraordinary and who can provide documentation of that need, may apply for a permit. Issuance of all permits regardless of need is subject to space availability at the time of applications. Students who bring a vehicle to campus without prior authorization will be ticketed, booted or towed at the owners expense. Early application for parking is critical to the timely processing of requests. All information supplied by applicants will be verified. Incomplete forms, no signatures, wrong phone numbers, names and other irregularities in the application, will result in rejection.

Parking Privilege Application will be reviewed for those who submit applications indicating the following needs:

1. **Medical** – A. The student is disabled or has a chronic medical condition that requires the ready availability of a personal vehicle to facilitate proper treatment. B. A parent or another relative living in the home has a medical problem that requires frequent home visits by the student. In the case of medical need, the application letter must contain the name, address, and phone number of the physician along with recent documentation of the condition, on the physician’s letterhead.

2. **Off-Campus Academic Requirements** – The student’s Delaware Valley College academic program requires off-campus attendance at internships or classes at other area colleges. A copy of the student schedule with the required course listed or a letter from the academic advisor must be submitted before the end of the second week of classes each semester.

3. **Employment** – The student must have an off-campus job in order for the family to have the required financial resources to maintain continuous enrollment. Verification of employment, in the form of a current pay stub, must be submitted to the Special Assistant to the President within 30 days of the first day of classes for each semester.

If you need to apply for a permit based on one of these criteria, submit a fully completed, Freshman Parking Privilege Application form below. Attach a dated and signed letter, along with documentation of your need as listed above. Your letter must state your reason for requesting an exception to the policy according to one of the above criteria and must be signed by both the student/applicant and by a parent or guardian. Include all documentation for items 1 and 2 with the application.

Questions about this policy and procedure, may be directed to the Special Assistant to the President, Donald Feldscher at 215.489.4978.

This form below is for first-year residential students.

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**FRESHMAN PARKING PRIVILEGE APPLICATION**

**Mail to:** Delaware Valley College
Public Safety and Security Department
700 E. Butler Ave.
Doylestown, PA 18901

Name ______________________________

Home Address ______________________________

Vehicle Make __________________ Color _______ Model _________________

License Plate # __________ State______ Permit Number ____________ (to be provided by Delaware Valley College). The vehicle registration fee is $60.00 per year.